



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

January 30, 2025

## Office Order No.:17-2025

For the greater interest of the Company, the following employees are hereby transferred as under:

| Sl | Name, Desig. & ID No                       | Present Dept./Office  | Transferred to  |
|----|--|---|---|
| 01 | Mr. Md. Rashedul Alam (2161),<br>Officer   | Cash Section,<br>Moriam Nagar Org Office(0540),<br>Chattogram Zone-07 | Cash Section,<br>Ranggunia FPR Center(0129),<br>Chattogram Zone-07    |
| 02 | Ms. Rumana Akter (3141),<br>Junior Officer | Cash Section,<br>Ranggunia FPR Center(0129),<br>Chattogram Zone-07    | Cash Section,<br>Moriam Nagar Org Office(0540),<br>Chattogram Zone-07 |

Mr. Md. Rashedul Alam and Ms. Rumana Akter shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter with photocopy of attendance register with their last attendance from their existing offices by 04-02-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

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**C.C. to:** for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The DMD (Dev.)
4. The SEVP & Chief Financial Officer.
5. Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.
6. Personal file.
7. Master File
8. Office Order file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-07
3. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: [pilil@primeislamilife.com](mailto:pilil@primeislamilife.com), web: [www.primeislamilife.com](http://www.primeislamilife.com)